

## Stateside Relocation - Financial Entitlements

When you receive PCS orders you will be faced with some unusual expenses. Examples of unusual expenses include: tickets, gasoline, food and lodging, tolls, car tune-up, new tires before the trip, emergency repairs along the way, deposits-utilities, rent and cable, temporary lodging at the losing base and the gaining base, restocking the refrigerator, and household incidentals. The information listed below should provide the needed guidance to you and your family so that your next PCS move will be a smooth one.

If you have any questions please do not hesitate to contact the Finance office at 225-7825 or 225-7826 for assistance with any PCS questions you have.

You will need to bring three copies of your orders to Finance customer service no earlier than 30 days prior to your out-processing so that your financial records can be updated for your PCS move.

If military pay information is needed while in transit, the toll free number to DFAS is 1-888-332-7411.

### Military Pay

In order to out- process through Finance three copies of PCS orders are needed at the Finance Customer Service counter, no earlier than 30 days prior to your Military Personnel Flight out-processing date. This will help facilitate the transfer of your Military Pay records to your gaining Permanent Duty Station (PDS) and apply for advance Dislocation Allowance, if applicable and needed.

**Base Pay:** Base pay should not fluctuate during your PCS move unless due an update to your grade or a time in service update during your move from Yokota AB to your next PDS. TDY en-route should not have any effect on your base pay.

**COLA:** COLA will stop the day prior to your departure from Japan. If you will be PCSing to a location where you will be receiving COLA again you can check the rates at: <http://perdiem.hqda.pentagon.mil/perdiem> under Rates & Allowances. When your dependents depart it is mandatory that you come into the finance office and recertify your dependents for COLA pay purposes. This will help prevent any debts from accruing on your record and will allow the Finance Office to keep your pay updated and accurate. Before you depart Yokota you must stop by the Finance Office and fill out a COLA recertification form. This is mandatory for all members regardless of rank or marital/dependency status.

**Basic Allowance for Subsistence (BAS):** For member's who are currently on meal deductions, while you are in PCS status or on leave your meal deductions

will stop and you will be entitled to the full BAS rate. Once you arrive at your new station, your new Financial Services Office (FSO) will restart the meal deductions if you are assigned to the dorms. Members who are authorized to receive BAS at their new duty location will be designated by their CSS/unit orderly room on an AF Form 220. PCS will have no effect upon officer's BAS.

**Postage Reimbursement:** If you mail household goods, you will need to take your postage receipts to your gaining base TMO and obtain a Letter of Authorization for Mailing. Once you receive this letter from TMO you will need to submit it along with your postage receipts in your PCS travel voucher.

**Basic Allowance for Housing (BAH):** Rates can be found at: <http://perdiem.hqda.pentagon.mil/perdiem/bah.html> under Rates & Allowances. All overseas members are entitled to the transit rate BAH during PCS. There are exceptions for members who have TDY en route so if you have concerns you should contact your local FSO.

BAH Rates

<http://perdiem.hqda.pentagon.mil/perdiem/bah.html>

BAH Frequently Asked Questions

<http://perdiem.hqda.pentagon.mil/perdiem/bahfaq.html>

CONUS Cost of Living Allowances

<http://perdiem.hqda.pentagon.mil/perdiem/ccola.html>

CONUS Cost of Living Allowance Frequently Asked Questions

<http://perdiem.hqda.pentagon.mil/perdiem/faqcola.html>

CONUS Cost of Living Allowance Locations

[http://perdiem.hqda.pentagon.mil/perdiem/cc\\_city.html](http://perdiem.hqda.pentagon.mil/perdiem/cc_city.html)

CONUS Cost of Living Allowance Rate Query

<http://perdiem.hqda.pentagon.mil/perdiem/ccform.html>

**Direct Deposit:** Direct Deposit is mandatory and Finance will not stop direct deposit for a PCS move. If you plan to change your account or switch banks we strongly urge you to leave your old account open until you have confirmed that the change has taken effect. Finance also recommends that you do not change your direct deposit while en route to new PDS. Make any changes prior to leaving your old PDS or after arrival at your new PDS.

**Military Pay Advance:** When PCSing you are authorized to take an advance of your base pay. You may request one to three months base pay less your monthly deductions. For SrA and above if you are requesting one month with a payback of 12 months or less, you are not required to have your Commander's signature. A1C and below, your Commander's signature is required for any military pay advance. For anyone requesting more than one month you will be required to give a detailed description as to what the advance will be used for and have your Commander's signature. Commander's signature is also required for anyone requesting a payback of more than 12 months. You may file for a military pay advance 30 days prior to PCSing out or within 60 days of arriving at your new duty station. A copy of your orders is required.

## **Travel Pay**

Travel pay will be paid to you and your dependents upon filing a DD Form 1351-2 Travel Voucher, at your new PDS during in-processing. Travel Pay is broken down into three categories, Per Diem, Mileage and Dislocation Allowance and is sent via EFT into the account of your choice.

**Per Diem:** Per Diem for the member is paid at a flat rate of \$109.00 per day, not to exceed the authorized travel days if traveling by privately owned vehicle (POV). The per diem rate for the dependents, if traveling concurrently, is 75% of member's per diem, per day, for the spouse and any child 12 years of age or older. For children under 12 years of age the per diem rate is 50% of member's per diem. The number of authorized travel days is dependent on where your next duty assignment is located. If flying, then one day is authorized but may be affected by certain variables such as dropping off your car at a port or staying a night at the port of embarkation. Please obtain receipt for reimbursement. Per Diem is based on your arrival location.

### **Per Diem Rates**

<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

**Dislocation Allowance:** Single member's E -4 and below under 3 years will need to provide a copy of AF Form 594 signed by the housing office in order to receive the Dislocation Allowance Entitlement. Single members who are SrA with over 3 years are entitled to DLA as long as they will not be residing in government quarters upon the arrival at the new duty location. If you have a unique situation please contact your local FSO for further clarification. All E-5 and above are automatically entitled to DLA as long as they are not moving directly into government assigned quarters. If you are married to a military member you may contact your local FSO for further information as the entitlement is determined on a case by case situation. DLA rates can be found at <http://perdiem.hqda.pentagon.mil/perdiem/dla.html> . If you would like your DLA before you start your PCS you may turn your form into Finance. You are entitled to your DLA 10 calendar days prior to your departure. This is considered

an advance so even though you receive it prior to PCSing you will still claim it on your final PCS voucher. Please make sure you provide a copy of your orders with your request.

#### Dislocation Allowance Frequently Asked Questions

<http://perdiem.hqda.pentagon.mil/perdiem/faqpovpast.html>

**Temporary Lodging Allowance:** Members who reside in Billeting or a hotel upon their departure from Yokota AB, Japan may be entitled to TLA. The Housing Office is the OPR for this entitlement. The purpose of this entitlement is to offset the costs of occupying temporary lodging. It will be credited into your normal paycheck and reflect on the next applicable LES. Members should schedule an appointment with the Yokota AB Housing Management Office within 72 hours of departing to receive their TLA authorization and entitlement briefing. Your gaining base will NOT be able to process this entitlement, so if you are checking out of billeting on a weekend we suggest you pay lodging in advance.

**Temporary Lodging Expense:** Members who will be residing in temporary lodging upon arrival at their CONUS base may be entitled to TLE. It is no longer an entitlement to offset the cost of hardship to be in temporary lodging, but an actual full reimbursement as of 1 October 2004 since we no longer deduct BAH or BAS. This will include any qualified dependents that do the same. **NOTE: ONLY A MAXIMUM OF 10 DAYS IS PAYABLE FOR TLE and you must have your lodging receipts and non-availability statement if applicable.**

#### Other Items of Interest:

**Government Travel Card:** Effective 1 May 2000; all military employees must have a government travel card. Contact your unit agency program coordinator if you do not have one. You must use your government travel card for your DITY moves and lodging expenses during your PCS. ATM cash advances may be used for your miscellaneous expenses, gas, meals, and other official travel-related PCS purchases. Please remember to out-process with your unit's Government Travel Card Coordinator (GTC) so the transfer of your account goes smoothly.

#### Rates and Allowances:

<http://perdiem.hqda.pentagon.mil/perdiem/rateinfo.html>

Basic Allowance for Housing:

<http://perdiem.hqda.pentagon.mil/perdiem/bah.html>

Military Pay Scales:

<http://www.dfas.mil/militarypay/militarypaytables.html>

Thrift Savings Plan:

<http://www.tsp.gov/account/index.html>

## **Financial Emergencies**

Just when you least expect it, it happens! Emergencies do occur to people while in transit.

The American Red Cross is always available for emergency aid anywhere in the US. Just contact the nearest Red Cross chapter listed in the local phone directory and explain your emergency. If the Red Cross can't cover the financial emergency themselves, they have a reciprocal agreement with the Air Force Aid Society to meet your need.

If you are near a DOD military installation, you can contact their Aid Society or Relief Society requesting financial assistance due to your emergency. They generally can provide assistance to meet unforeseen required travel and related maintenance expenses such as transportation or lodging, when applicable due to extraordinary costs involved with a permanent change of station (PCS). The Yokota Air Force Aid Society Office is located in the Airman and Family Readiness Center; 225-8725.